

Case Filing Guide - November 21. 2013			
Legend			
Use this chart to guide your filing. Files must be scanned in at case transfer between units (IA to OCM/IIHS) and/or at case closing.			
* The paper case file can be used to keep papers in order until you are ready to scan them in. Use this guide and paper case file dividers while working the case.			
* The highlighting in the Paper Case File column indicates that you CANNOT put this document into eWiSACWIS.			
* Items in bold indicate scanning is a high priority , so scan the document as soon as possible.			
* The column labeled Part of eWiSACWIS indicates this documentation is already in the system. Documents that have a supervisor approval in eWiSACWIS and do not need other signatures do not need to be printed (e.g. Family Interaction Plan, Independent Living Plan).			
* Documents that need Court and other signatures need to be printed, signed, and scanned in. The yellow highlight in this column indicates the form is found in eWiSACWIS.			
Document	Part of E-WiS	Scan Into	Paper Case File
Adoption orders+A31		Legal	Legal
Access report			
Acknowledgement of Notice Rights and Obligations (JD 1704)		Participant	
Adjudication information/documentation		Legal	
Adoption assistance forms			
Adoption placement agreement		Adoptions	
Adoption referral			
Adoption report to the court			
Assessment /Stabilization center documents		Placement	Placement
Background reports for those party to the case (CPS from other states, criminal)		Legal	Legal
Birth Certificate (cerrtified)			Collateral
Birth-to-Three Parental Consent form (Milwaukee County)		Participant	
CAPTA notice of right to hearing/appeal letter DCF-F-CFS 2328-E			
Capias / Pick-up order		Legal	Legal
Case notes			
Central Staffing documentation		Participant	Collateral
Child and Adolescent Needs Assessment (CANS)			
Children's drawings - (Made by children)			Collateral
Concurrent Planning Referral Form			
Confidential Information Release Authorization (DCF-F-369-E)		Participant	Correspondence
Confirming Safe Environments			
Consent forms specific to child or family		Participant	Collateral
Consent to medical treatment, Authorization to (DCF-F-2503)		Participant	Medical
Consents that are temporary - e.g. travel out of state		Participant	Collateral
Correspondence - meeting notices, letters, etc.		Participant	Collateral
Correspondence returned (incorrect address, etc.)			Correspondence
Court Orders		Legal	Legal
Court Reports			
CPC exam and Birth-to-3 referral/results			Medical
CPS Social Services agencies reports from other counties			Service Provider
Death certificates, marriage license, etc., copies		Participant	Collateral
Declaration of Paternal Interest		Adoptions	Adoption
Discovery Motions		Legal	Legal
Discretionary funds request forms and receipts			Service Provider
Docket sheets		Legal	Legal
EDS Report done by IA			Medical
Email - cut/paste into case notes			
Email to/from BMCW or agency legal counsel - print on yellow paper			Legal
Emergency detention / pick up order		Legal	Legal
Employment verification forms		Participant	Collateral
Family interaction plan			

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FAST Notice of Change			
FAST Referral			
Forms and notifications re SSN, VA, SSI, other		Participant	Collateral
Foster Care rate forms			
Foster Care/ Placement documentation			Placement
Guardianship order		Legal	Legal
Home study		Adoption	Legal
ICPC requests and decisions		Placement	Placement
ICWA Certification		Participant	
Immunization Records			Medical
Independent Living assessment		Independent Living	Collateral
Independent Living plan			
Informal Disposition		Legal	Legal
Information for Foster Parents Part A (CFS 872A1) - Fill out 3 ply then complete in eWiSACWIS. Update as information comes in.		Placement	Placement
Information for Foster Parents Part B (print for foster parent)			
Institutional reports (CATC, RCI, Group home, psychiatric centers)			Medical
Integrated Case Plan			
Joint Court Ordered Kinship Care and FC Application DCF-F-2483-E			Placement
Juvenile Court Record		Legal	Legal
KIDS/CARES reports			Collateral
Kinship Relationship Verification Form (DCF-F-2604)		Participant	Placement
Law Enforcement data disks (attach to case file divider)			Legal
Law Enforcement reports		Legal	Legal
Law Enforcement reports pertaining to juveniles			Legal
Legal counsel (BMCW or agency) consultation emails/ notes - print on yellow			Legal
Letters from birthparents			Correspondence
MA number/MA / private insurance card			Medical
Memos of Understanding (MOU) documents			Service Provider
Notice of Change in Placement		Legal	Legal
Notification of Court Hearing (DCF-F-CFS2150)		Legal	Legal
Objection to change of placement letter		Legal	Legal
Permanency plan (most recent) with attached PPR order		Legal	Legal
Permanency Plan with PPR Summaries/ Order		Legal	Legal
Photographs and CDs with photos - attach to case file divider			Collateral
Placement Packet Checklist (DCF-F-CFS2238)		Placement	Placement
Protective Plan (DCF-F-CFS2179) signed copy		Participant	Collateral
Request for Capias		Legal	Legal
Request for Medical Records		Participant	Medical
Request for special foster home study			Placement
Request for Termination of Parental Rights			
Revision Request			
Safety assessment and plan			
School Reports, including IEP			Collateral
Service provider documents			Service Provider
Subpoenas		Legal	Legal
Temporary Physical Custody form (JD 1710)		Legal	Legal
TFC reports			Service Provider
Transfer Summary - (Between staff, not units)			Collateral
Wraparound service reports			Medical